



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-0171

EANC-GC

27 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #33 - 19th TSC Command Generated On-The-Spot Awards

1. REFERENCES.

- a. AR 672-20, 1 Jun 93, Incentive Awards.
- b. AR 600-8-10, 1 Jul 94, Personnel Absences, Leave and Pass.

2. PURPOSE. This memorandum designates responsibility and describes policy and procedures for management of command generated on-the-spot awards.

3. APPLICABILITY. It applies to all military, DA civilians, and local nationals assigned to the 19th Theater Support Command.

4. GENERAL POLICY. In accordance with references, unit commanders and HQ staff principals may recommend civilian employees (including KSCs) for CG's on-the-spot cash awards of \$100.00. The CG may present pseudo checks (Encl 1) to designated employees during site visits. Employees may then send the award to ACofS, Resource Management, for "redemption." The ACofS, RM, will complete DA Form 1256; forward to CPAC for normal processing using the citation at Encl 2; and return the original pseudo checks to the employee as a keepsake. Similarly, military personnel may be given a four day pass when the CG or CSM presents the pseudo pass at enclosure 3.

5. These awards will also be used in conjunction with the 19th's Civilian Employee Recognition Program and Commanders may recommend four additional employees annually without charge against assigned incentive award targets. Headquarters staff principals may recommend one employee. Awards beyond these ceilings may still be presented; however, DA Form 1256 will be processed in the normal fashion and the award amount will be counted against unit or section assigned incentive award target.

6. SUPERSESSION. This policy memo supersedes Policy Memo 61-02, 2 Aug 02, sab.

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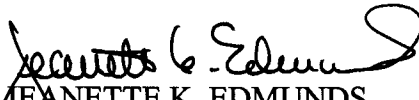
7. The point of contact is Resource Management at 768-7701.

3 Encls

as

DISTRIBUTION:

A


JEANETTE K. EDMUNDS
Major General, USA
Commanding



Commanding General's Coin of Excellence Award

Pay to the

Order of A Great Employee! \$100.00

One Hundred & 00/100

DOLLARS

Memo: Present this to your supervisor to receive an On-The-Spot
Cash Award for **outstanding performance** per 19th TSC
Policy Memo.

Certificate # FY03-0, expires 30 Sep 03

JEANETTE K. EDMUNDS, Brigadier General, USA, Commanding

Enclosure 1

Citation Statement for Command Generated Cash Award

Mr. _____ is officially commended for his excellent performance as a _____ during the period of _____. Mr. _____ personifies the high standards of excellence that are so necessary for the 19th Theater Support Command to successfully execute its vital missions. Mr. _____'s performance was specifically recognized by the Commanding General during a site visit on _____.

Mr. _____'s diligence, high work standards, and devotion to duty reflect great credit upon the 19th Theater Support Command, the civilian workforce, and himself. Accordingly, he is awarded an On-The-Spot cash award.

Enclosure 2



Commanding General's Coin of Excellence Award



Presented to A Great Soldier!

For Doing a Great Job (Hoo Ah)!

Memo: Present this to your supervisor to schedule a Four Day
Pass for **outstanding performance** per 19th TSC
Policy Memo.

JEANETTE K. EDMUNDS, Brigadier General, USA, Commanding



Command Sergeant Major's Coin of Excellence Award



Presented to A Great Soldier!

For Doing a Great Job (Hoo Ah)!

Memo: Present this to your supervisor to schedule a Four Day
Pass for **outstanding performance** per 19th TSC
Policy Memo.

TROY J. WELCH, CSM, USA, COMMAND SERGEANT MAJOR